

SECRET

Approved For Release 2006/11/18 : CIA-RDP75-00399R000100070127-0

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
CAPER - List H - Status of Other Cases in Process in Preliminary Review

2. TYPE OF REPORT	STATISTICAL
	NARRATIVE
	<input checked="" type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING	
	LOGISTICS		SECURITY	<input checked="" type="checkbox"/>
	MEDICAL		FINANCE	
	ADMIN. GENERAL			

OTHER (specify)

4. NO. OF COPIES PREPARED
1--on 20th of month
4--at end of month

5. FREQUENCY (weekly, monthly, quarterly, etc.)
twice each month

6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of the month
4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)
Computer Print-Out

8. ADP PROCESSING
☒ YES IF YES GIVE ADP PROCESSING NO.
NO 580

9. DIRECTIVE AUTHORITY REQUIRING REPORT
(basic policy statement)
25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
OS/SR & CD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH						
	389		.05		19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
3 (Single Copy)	.05	.15	24	3.60
12 (Multicopy)	.03	.36	24	8.64

TOTAL COSTS PER YEAR \$362.34

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Other Cases pending in preliminary review, with date each case opened in preliminary review processing. List is used to validate manual records and vise versa.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.
CHANGE	
DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
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16. DATE OF INVENTORY
8 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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